

Oak Hill at Spring Ridge Homeowners Association

REQUEST FOR EXTERIOR ALTERATIONS

UNIT OWNERS: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____ EMAIL: _____

DESCRIPTION OF PROPOSED ALTERATION (Write on separate sheets of paper attached to this form if necessary):

Please supply the following as they pertain to your project:

- * Name, address & telephone # of Contractor
- * Supporting plans, photos, brochures, etc.
- * Description of materials, color, size etc.
- * Project start and completion dates.
- * Contractor requirements

1. Repair of any done to common areas.
2. Proof of liability insurance (certificate to be included with request).

(The Certificate Holder MUST match the mailing address shown at the bottom of this form and be included with this request.)

3. Contractor License # & Copy of Permit

Homeowner understands that no work is to begin prior to written approval being received. All work done will comply with approved plans; any changes or modifications will require resubmission. All exterior alterations must be completed within six (6) months of final approval by the Board for said plan. If the plan is not completed within the six (6) month period from the Board's approval, and the Homeowner has not provided a written request of extension, the plan must be resubmitted. The Homeowner is responsible for seeing that all Association requirements are met and assumes any damage to the common areas and meeting all local codes and permit requirements. If a plan is not approved within sixty (60) days of submission, the plan is disapproved. **The Homeowner understands if this request is approved, the Homeowner will be responsible for all future maintenance of the alteration.**

IF ANY DIGGING IS NECESSARY, OWNERS ARE REQUIRED TO CONTACT PENNSYLVANIA ONE CALL TO IDENTIFY UNDERGROUND UTILITY LINES, PRIOR TO THE START OF THE PROJECT. THEY CAN BE REACHED AT 1-800-242-1776.

Homeowner understand the terms and conditions of this exterior alteration request and indicated by signature below:

Homeowner(s) Signature(s): _____ Date: _____

Homeowner(s) Signature(s): _____ Date: _____

BOARD DECISION (Homeowner must have Board written approval prior to proceeding with this request):

APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS:

Board Member Signature: _____ Date: _____

SEND EXTERIOR ALTERATION REQUEST FORM TO:

Oak Hill at Spring Ridge HOA
c/o Danella Realty & Mgmt.
P.O. Box 1017
Blue Bell, PA 19422

610. 834.6200 Phone, 610.834.6204 Fax or jcauley@danellarealty.com